

## REQUEST FOR USE OF SHOWMOBILE

Organization/Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Purpose of Event \_\_\_\_\_

\_\_\_\_\_

Date (s) requested \_\_\_\_\_

Set up time and day \_\_\_\_\_

Take down time and day \_\_\_\_\_

Exact location Showmobile is to be placed ( include direction to face, etc.)

\_\_\_\_\_

Contact Person that will meet driver at set up \_\_\_\_\_

Cell phone or pager number for contact person \_\_\_\_\_

Other information (include extra staging if needed) \_\_\_\_\_

\_\_\_\_\_

### FOR OFFICE USE ONLY:

#### FOR FEE SCHEDULE – CHECK ONE

\_\_\_ City sponsored

\_\_\_ Local Non-profit, Fraternal, Community Service Organization

\_\_\_ Business/individuals

FEE \$ \_\_\_ x \_\_\_ day (s) used = \$ \_\_\_ amt. due \_\_\_ amt. pd \_\_\_ date pd.

CLEAN UP DEPOSIT \$ \_\_\_ amt. pd \_\_\_ date pd. \_\_\_ date returned

## **SHOWMOBILE RENTAL POLICY**

### **RESERVATIONS**

- a. Priority in reserving the Showmobile are 1) Metro Parks & Recreation 2) other city departments and governmental units 3) local non-profit, fraternal, community service organizations 4) business and individual use.
- b. Reservations are taken beginning February 1<sup>st</sup> for the current year.
- c. The Metro Parks & Recreation Department reserves the right to refuse rental of the Mobile Stage for any event deemed a potential hazard to the Showmobile or its operators, or any event deemed not in the best interest of the City of Nashville or general public.

### **RULES AND REGULATIONS**

It is understood that the group or organization using the Showmobile will comply with the laws of the State of Tennessee, the City of Nashville and the following rules set forth by Metro Parks & Recreation

- a. The Showmobile will not be altered in any way (including hard wiring into the electrical box).
- b. Groups are responsible to see that no drugs or intoxicating liquors are used by persons on the stage.
- c. Groups renting the Showmobile are responsible for notifying other local authorities of their program plans. The Metro Parks & Recreation Department may require a letter of approval/permits from the other authorities prior to rental.
- d. Groups are responsible to see that all activities are properly controlled and supervised. Plans for programs, supervision and control may be asked to be seen prior to scheduled event. Groups are responsible for cleaning up the Showmobile and the area where the Showmobile was used following the event.
- e. Groups will assume responsibility and liability for all persons in attendance. The Metro Parks & Recreation Department requires a certificate of insurance evidencing the liability protection of \$1,000,000 bodily injury and \$1,000,000 property damage with Metro Parks & Recreation shown as additionally insured.
- f. Groups assume responsibility for any damage to the Showmobile or equipment during the period of use.

## **DELIVERY AND SET UP**

- A. The group requesting use of the Showmobile shall have a representative present at the site at the time the unit is scheduled to arrive. The representative is to direct placement of the unit and accept delivery.
- B. You must provide 4 people, over the age of 18, to help in setting up of the Showmobile upon its' arrival and removal.
- C. The Showmobile will be delivered at the hour specified. Please make sure you allow for a minimum of one hour set up prior to the start of the event. (The Stage is sometimes used more than once a day). The use of the Stage extension requires additional set up time. It is assumed that any additional time needed, such as sound and lighting set up and take down for performers, be included within the time specified on the application.
- D. The Showmobile may only be set up on solid asphalt surfaces. It cannot be set up in grass or other unstable surfaces. It cannot be set up on sidewalks.

## **FEE SCHEDULE**

Cost for use of the Showmobile is \$550 per day for Davidson County Residents and \$600 for out of county residents (up to 10 hours use).

## **CANCELLATION**

In the event, that for any reason, the Metro Parks & Recreation Department cannot fulfill its part of the agreement, a full refund will be made. The city cannot be held further responsible.

We the users, understand that we assume full responsibility for any damage, theft, or loss to said unit and its accessories between the time the city completes setting it up and the time the city takes it down.

Signature \_\_\_\_\_

Agency Name \_\_\_\_\_

Date \_\_\_\_\_

**\*BE SURE TO MAKE A COPY OF THIS DOCUMENT FOR YOUR RECORDS PRIOR TO SENDING THE ORIGINAL SIGNED COPY TO METRO PARKS.**

## MOBILE STAGE DIMENSIONS:

### Mobile Stage when extended:

Stage Length	32'
Stage Depth	14'
Stage Height from Ground	48" to 61" Adjustable (Approximate)
Canopy Height from Ground	16' - 7" @ 48" Deck Height (No less than)
	17' - 8" @ 61" Deck Height (No less than)
Down Stage Canopy Height	
From Stage Floor	12' - 4" Approximate
Up Stage Ceiling Height	
From Stage floor	7' Approximate
Overall Road Width	8' - 6" Approximate
Overall Road Length	Including Hitch 40'
Overall Height	13' - 3" Approximate